

Community Use of Public Facilities Request Reservation Quick Guide

1 Sign In | Create an Account

Home Activities **2 Reservations** Memberships My Cart

3 View Facility Details

Facility Search

> Home Page > Facility Search

4a (LOCATION NAME) and/or (SPACE TYPE) Search View As: Facility List Facility Type List Google Map Sort By: Facility

Filter Search By:

Location: All 4b
Facility Type: All
Amenity: All

Facility	Facility Type	Location	View Availability
Aberdeen LP Field #1 FS	Field - Local Park	Aberdeen Local Park	5 view availability
Ag History Farm Park Activity Center	Event Center	Agricultural History Farm Park	

Facility Type Availabilities

Today	< March 2016 6			
Tue	Wed	Thu	Fri	Sat
1 Fully Booked	2 4:30pm to 6:00pm 9:00pm to 10:00pm 7 Book	3 9:00pm to 10:00pm Book	4 8:00am to 10:00pm Book	5 3:30pm to 10:00pm Book

Reservation Event Information

Customer Information

☐ Reservation is for myself 8

☒ Reservation is on behalf of Community Use Of Public Facilities (CUPF)

Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.

Event Type: Meeting - CUPF

Description: CUPF Overview (e.g., Johnson Wedding)

Maximum Number of Guests: 20

9

Reservation: Facility / Equipment Search

Note: Steps 3-8 allows you to view availability only. The reservation process begins on Step 9, thus you will have to locate your facility once more.

Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations: Any Locations
Aberdeen Local Park
Agricultural History Farm Park
Arcola Elementary School
Arcola Local Park

-OR-

Areas: Any Area

10a

Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type
Auditorium / COB
Auditorium / EOB
Cafeteria / COB

Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Any Facility
Aspen Hill Library - Medium Room
BCC RSC Conference Room East B (Sm)
BCC RSC Conference Room Norfolk C (Sm)
BCC RSC Conference Room West -A (Med)

10b

This search engine is inactive. Please do not use

Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet One of the requirements

Unspecified
Air-conditioned PAB
Alcohol Permitted
Baby Grand Piano
Floor - Tiled

1. Create an Account and/or Sign In

2. Select the Reservations tab on the Home Page

3. From the Reservations Page, select View Facility Details tab

4. Select only one of the search features to locate desired space(s) (4a or 4b)

4a. Type in location name or space type then click Search button.

4b. In Filter Search By use the arrows for drop down Location or Facility Type list. Do not use Amenity search.

5. Select View Availability of your location

6. Use arrow to change months

7. When searching availability, keep in mind that day(s) and time(s) for all bookings must be consistent (ie. 6pm-8pm). Available times are shown on each day. Confirm that desired date(s) are available before booking. Once date(s) and time(s) have been reviewed select the Book button.

8. Identify who the reservation is for. Select either for myself or on behalf of (your organization)

Email - info@activemontgomery.org If you need an organization added.

9. Select your Event Type. Give a description of your event. Provide number of maximum guests (do not provide a range i.e. 10-20)

10. Begin your search by either selecting 10a the location for your event OR 10b selecting the type of facility for your event

10a. Selecting the location will provide a list of bookable spaces in the selected location

10b. Selecting the type of facility will provide a list of all locations containing the selected facility type

Reservation: Select Facility / Equipment

Select	Attend	Qty	Name	Type	Reservation Unit	Location
<input checked="" type="checkbox"/>	20	0	Clarksburg Cottage Meeting Room	Facility	Minute	Clarksburg Cottage 23201 Stringtown RD Clarksburg, MD, US 20871 (240) 777-2725

11. Check the **select box** of your desired room/location

Reservation Event Dates

Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date: 2016 Mar 7

Number of Weeks:

End Date: 2016 Mar 25

Specify when the event starts

Start at: Exact Time

Exact Time: 6:00 am

Specify how long the event lasts

Duration: 1 (hours) 0 (minutes)

12. Choose the date OR range of dates for your event. You must enter a **beginning date** AND either the **number of consecutive weeks** or the **end date**.

Please note: For one-day events, the beginning and end dates are the same

13. Enter **exact start time** of your event

14. Enter the **duration** of your event.

Review Reservation Event Dates

Monthly frequency	Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
First		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fourth		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. Select the frequency or use pattern of your event

Review Reservation Event Dates

March, 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 5:00 pm 1 hour	9	10 5:00 pm 1 hour	11	12
13	14 5:00 pm 1 hour	15 5:00 pm 1 hour	16 5:00 pm 1 hour	17	18	19
20	21 5:00 pm 1 hour	22 5:00 pm 1 hour	23 5:00 pm 1 hour	24 5:00 pm 1 hour	25	26
27	28	29	30	31		

16. Review your requested highlighted dates in yellow. Click on a day(s) to change, or remove a date(s) from your original request

17. Click on the numeric day(s) in the month(s) (in blue) to add additional day(s) to your reservation outside of your normal bookings.

18. Check the select box if the information shown is correct (image not shown)

19. Complete Reservation Checklist/Questions page (image not shown)

20. Complete Reservation Review Page (image not shown)

Note: No payment is required at this time. You will receive an email regarding your request. If your request has been approved, log into your account to make a payment

Payment Information

Welcome, Mark [My Account](#) | [My Wish List](#) | [Sign Out](#)

1. Sign in
2. Select the **My Account** tab

Outstanding Balances

- Payment Details
 - [Pay on Account](#) **3a**
 - [List of Account Payments](#)
 - [View Account Payment Details](#)
 - [Change Auto-Charge Payments](#)
- Organization Services
 - [Manage Organizations](#) **3b**
 - [List Organization Account Balance](#)
 - [List Organization Prior Transaction](#)

3. Select **3a Pay on Account** if paying on behalf of yourself OR Select **3b List Organization Account Balance** if paying on behalf of an organization

4. Enter payment amount

5. Enter credit card information

Note: Saving your card for future transactions is optional, but strongly encouraged

Receipt Number	Issued	Original Balance	Current Balance	Next Payment Due	Payment Amount
3007815.001	Feb 4, 2016	\$180.00	\$180.00	Mar 8, 2016	✓ 4 \$180.00 or \$

Secure Payment

Select a saved credit card

Select a saved credit card

- OR -

Select Card Type

Select card type

* Credit Card Number * Expires

Digits on the front of tl Month Year

ACT* or Active Network will show up on your credit card statement for this payment.

* Security Code CVC or CVV

8627 23 1234

The last 3 digits on the back of the credit card or for AE, the 4 digits on the front of the card. For your protection, we do not keep it after the transaction is completed.

☐ Save this card for future transactions

[Saving Credit Card Security Guarantee](#)

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